

## CITY OF LINCOLN

### RECREATION AIDE I/II/SENIOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, performs a variety of frontline staff duties within the City Recreation Department and other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Recreation Aide I** is the entry level class and is responsible for performing less complex assignments within an established procedural framework where there are minimal consequences of error. This classification is distinguished from the next higher classification of Recreation Aide II by the performance of more routine, repetitive and less complex assignments.

The **Recreation Aide II** is a journey level class and is responsible for performing slightly complex assignments within an established procedural framework where there are minor consequences of error. This classification is distinguished from the next higher classification of Senior Recreation Aide by the performance of more complex assignments.

The **Senior Recreation Aide** is the advanced journey level class and is responsible for performing more complex assignments within an established procedural framework where there are consequences of error. This classification is distinguished from the next higher classification of Recreation Coordinator by the performance of complex assignments and supervisory responsibilities.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives supervision from administrative and/or management staff. Incumbents of this class do not routinely exercise supervision but those at the higher levels may be asked to supervise from time to time but not on a consistent basis.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

##### Duties specific to working as a Recreation Aide in the Sports arena:

- ✓ Assist with the following: set-up and tear down of program equipment, preparation of playing fields and routine facility maintenance.
- ✓ Keep statistics and accurate score for basketball, softball, flag football, soccer & volleyball. Collect and record the team's lineups and assist officials during the game with specific rules and policies.
- ✓ Officiate adult & youth volleyball, youth basketball & youth flag football games.
- ✓ Uphold the rules of play and code of conduct.

Duties specific to working as a Recreation Aide in the Camp/General arena:

- ✓ Develop and implement activities and programs for youth.
- ✓ Directly supervise children, monitor and redirect behavior, both on site and during trips.

Duties that pertain to both areas:

- ✓ Assist with the creation and distribution of advertising material for upcoming recreational programs and events.
- ✓ Assist with the distribution & collection of participant surveys.
- ✓ Demonstrate understanding of applicable policies, procedures and work methods associated with assigned duties.
- ✓ Establish positive working relationships with City management and staff , and the public.
- ✓ Assist with special events and perform other duties as assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions. Perform heavy manual labor; learn to operate a variety of equipment; work with tools related to recreational maintenance. The position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The incumbent needs to have the ability to hear and speak for purposes of communication. The position also requires both near and far vision when administering programs and operating equipment. The need to lift, carry and push equipment and supplies weighing 25 pounds or more is also required. The incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Recreation Aid.

**Education and/or Experience:**

A typical way of obtaining the required qualifications is to possess the equivalent of:

- Minimum age requirement is 16 year of age for **Recreation Aide I** (must follow legal requirements of working as a minor).
- A minimum age requirement is 18 years of age for **Recreation Aide II** and **Senior Recreation Aide** based on the hours a person may work and the duties required of the position.
- A high school diploma (or equivalent) for a **Recreation Aide II** and **Senior Recreation Aide** positions.
- Experience/Education
  - **Recreation Aide I:** Previous recreation experience in administering programs and/or completion of coursework in recreation, physical education or related field is preferred.
  - **Recreation Aide II:** At least one year of increasing responsibility working in a municipal recreation department or administering recreation/sports programs.
  - **Sr. Recreation Aide:** At least two years of increasing responsibility working in a municipal recreation department or administering recreation/sports programs. A

minimum of 15 college level units in the area of recreation, physical education or a closely related field may be substituted for one year of experience. An associate's degree in recreation management, physical education, business administration or a related field is preferred.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license and have the ability to obtain a CPR/First Aid certification

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:** Principles, practices and methods used in various recreational activities and programs. Basic principles of reading and mathematics, applicable federal, state and local laws, codes and regulations, including recreational manuals and specifications; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; and occupational hazards and standard safety procedures.

**Skill to:** Be able to receive direction and follow oral and written instructions; have qualities such as reliability, dependability, creativity and enthusiasm; ability to develop effective working relationships with fellow city employees, children, and parents. Ability to work with children, a strong knowledge of sports programs and the rules of running recreational programs. Operate an office computer and variety of word processing and software applications.

**Ability to:** Lift up to 50 lbs.; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; interpret, explain and apply applicable laws, codes, rules and regulations; make suggestions to adjust standard operating procedures as is appropriate; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.